

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE  
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Duplicating/Copying in Full Color/Black Ink

as requisitioned from the U.S. Government Printing Office (GPO) by the

USDA-NRCS - Lexington, Kentucky

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of October 1, 2004 through September 30, 2005) and 4 option year periods (October 1, 2005 through September 30, 2006; October 1, 2006 through September 30, 2007; October 1, 2007 through September 30, 2008; and October 1, 2008 through September 30, 2009). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment."

**MAIL OR TELEFAX REPLY REQUESTED:** Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time,  
September 24, 2004

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. NOTE: Deleted requirement for transparencies.

Abstract is available on GPO Web Site at <http://www.gpo.gov/procurement/index.html>

**BEFORE AWARD:** ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL  
Linda Price (614)-488-4616, extension 22.

**AFTER AWARD:** REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR  
Ted Mack (614)-488-4616, extension 21.

**NO COLLECT CALLS**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT  
[http://www.access.gpo.gov/procurement/ct/terms/ct\\_title.html](http://www.access.gpo.gov/procurement/ct/terms/ct_title.html)

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT  
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level IV. - This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes - Level IV.

Inspection Levels (ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Disk

**OPTION TO EXTEND THE CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2009.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract.

This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all vouchers for payment to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

NOTE: Also a copy of the voucher must be sent to the Government Printing Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215, Attn: Ted Mack.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2004 through September 30, 2005 (plus options). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**DELIVERY/SHIPPING STATUS INFORMATION:** The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618  
Telephone Number (614) 488-4616, extension 19  
**NO COLLECT CALLS**

## **SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of books/pamphlets, single leaf products, and banners requiring such operations as copy pickup, duplicating/copying in full color/black ink, folding, laminating, mounting, metal grommets, packing and delivery.

**TITLE:** Duplicating/Copying in Full Color/Black Ink

**QUANTITY/NUMBER OF ORDERS:** Approximately 2 to 60 pages/covers per orders, 1 to 200 copies per order. Approximately 45 print orders (1 to 4 items per print order). Anticipate the following:

**BOOKS PAMPHLETS:** Trim Sizes up to and including 8-1/2 x 11”:

Approximately 8 items, 16 average pages/covers per item, 30 average copies per item.  
Approximately 4 items, 24 average pages/covers per item, 100 average copies per item.

**SINGLE LEAF PRODUCTS:** Trim sizes up to and including 66 x 15”:

Trim Sizes up to and including 8-1/2 x 11”:  
Approximately 14 items, 40 average copies per item.  
Approximately 2 items, 100 average copies per item.

Trim sizes over 8-1/2 x 11” up to and including 11 x 17”:  
Approximately 20 items, 20 average copies per item.

Trim sizes over 11 x 17” up to and including 15 x 66”:  
Approximately 12 items, 1 average copy per item.

**BANNERS:** Trim Sizes: Approximately 1 x 1' up to and including 3 x 10', average 6 square feet:

Approximately 3 items, 1 to 6 banners per item (usually 2), 1 average copy per item.

### **GOVERNMENT TO FURNISH:**

**BOOKS/PAMPHLETS/SINGLE LEAF PRODUCTS:** Full color illustrations, photoprints, simple computer-generated images to be reproduced at various focuses. Camera copy. Disk.

**BANNERS:** Contractor to create banner from furnished copy/facsimile/disk. Illustrations.

Majority of orders will be furnished on a 3.5" disk, 100 or 250MB Zip Disk, and/or CD-ROM formatted for IBM PC or compatible using Windows 95/98, NT Operating System. Programs used Adobe PageMaker 6.5, PhotoShop 5.0, or Microsoft Office (Word, PowerPoint, Access and Excel). Adobe Acrobat 5.0. All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Contractor to output file at 600 dpi continuous tone resolution or higher.

**ELECTRONIC PREPRESS:** Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

NOTE: Software (other than listed) may be furnished, only if compatible with the contractor's software.

NOTE: If contractor does not have facilities/capabilities for disk output, subcontracting of this function will be allowed during the term of the contract.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

Print orders (GPO Form 2511).

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**STOCK/PAPER:** The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

**BOOKS/PAMPHLETS AND SINGLE LEAF PRODUCTS:**

White Plain Copier, Xerographic, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code 0-60; or at contractor's option, White Offset Book, basis size 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60; or at contractor's option, White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White or Colored Index, basis size 25-1/2 x 30-1/2", 140 lbs. per 500 sheets, equal to JCP Code K10.

NOTE: Covers may be separate two piece covers on index, or, 10-Mil Clear Overlay as front cover and index as back cover.

**BANNERS:**

15 oz. Nylon Interwoven White Vinyl

## **DUPLICATING/COPYING:**

### **BOOKS/PAMPHLETS AND SINGLE LEAF PRODUCTS:**

Duplicate/copy face only or face and back in full color or black ink as indicated on the individual print order.

### **BANNERS:**

Produce face only in 3 Mil Vinyl Lettering in 1 to 4 colors of ink, usually 1.

**FULL COLOR COPYING DEFINITION:** For the purpose of this contract color copying shall be defined as automatic copy-processing or copier-duplicating machines employing electrostatic, or other copying processes.

**DUPLICATING/COPYING DEFINITION:** For the purpose of this contract, duplicating/copying shall be defined as duplicating equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic or other copying processes.

Copying method must be of good quality and must not contain background tone and the Quality Level must be maintained. An occasional order may bleed all four sides for trim sizes up to and including 11 x 17".

**MARGINS:** Margins per copy/disk unless otherwise indicated on the print order.

## **BINDING:**

### **BOOKS/PAMPHLETS:**

Fold, gather and trim 4 sides and; stitch with one or two wire stitches.

Punch suitably and bind with black plastic coil binding.

Tape bind.

Velo bind.

An occasional order may fold, gather, saddle fold and insert inside signature/pages loose.

An occasional order may require up to 3 holes drilled as indicated on print order.

### **SINGLE LEAF PRODUCTS:**

Trim 4 sides.

### **BANNERS:**

Some banners will require 4 to 8 metal grommets placed at the top or side, average 3 or 4 grommets per item. Number of metal grommets required and placement will be indicated on the individual print order.

### **MISCELLANEOUS BINDING/FINISHING:**

**FOLDING:** Some items will require 1 to 3 three folds per item.

**LAMINATE:** Some items will require 3 to 5-mil clear laminate over entire duplicated/copied side(s) and heat seal all four sides. Laminate required on both sides. Occasionally the Government will furnish single leaf product(s) which will require the contractor to laminate only.

**FOAM BOARD:** Some items will require single leaf products to be mounted. The contractor will be required to furnish the foam board (Bienfang No. 316 White Lined 3/16" Foam Board or equal) and mount posters for exhibition purposes.

Bind/fold/laminate/mount as indicated on the individual print order.

**PACKING:** All packing materials shall be furnished by the contractor and must be of sufficient strength to guarantee delivery of the finished product at destination in a satisfactory and usable condition.

**LABELING AND MARKING:** Refer to Contract Terms and furnished form 905.

**DISTRIBUTION:** Deliver f.o.b. destination to the USDA Natural Resources Service, Suite 210, 271 Corporate Drive, Lexington, Kentucky 40503.

**NOTE:** Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

**SCHEDULE:** Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

Furnished material and print order must be picked up from the address listed under "Distribution"

If agent picks-up material, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

Contractor will be notified when copy and print order will be available for pickup.

The following schedule begins upon notification of the availability of print order and furnished material.

Orders placed requiring delivery within 4 hours will be available for pickup by 10 a.m. and must be delivered no later than 2 p.m. the same day (approximately 25% of the orders, EXCEPT BANNERS).

Orders placed requiring delivery within 1 workday will be available for pickup by 10 a.m. and must be delivered no later than 10 a.m. the next workday (approximately 40% of the orders, EXCEPT BANNERS).

All other orders (EXCEPT BANNERS) will be available for pick-up by 2 p.m. and must be delivered no later than 2 p.m. on the delivery/ship date indicated on the individual print order. (Approximately 35% of the orders, 2 to 5 workdays, usually 2, EXCEPT BANNERS).

Complete production and delivery for BANNERS must be made within 5 workdays.

Approximately 1 to 5 orders per month. Some months may have no orders.



Up to 5 orders may be placed on the same day and all 5 orders being due to deliver at the same time.

The ship/delivery date indicated on the print order is the date products must be received Lexington, Kentucky.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**RETURN OF GOVERNMENT FURNISHED PROPERTY:**

The contractor must deliver all material furnished by the Government to the address listed under "DISTRIBUTION."

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials must be borne by the contractor.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 1 year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

- A. 1. 4,428
- 2. 1,812
- 3. 312
- 4. 168

- B.                   (1)       (2)       (3)
- 1. (a) 560       320       9
- (b) 120       20       1
- 2. (a) 40        40       1
- (b) 40        20       1

- C. 1. 24
- 2. 12

- II. (a) (1) 220
- (2) 12
- (b) (1) 330
- (2) 36
- (c) (1) 160
- (2) 160
- (3) 30
- (4) 130
- (5) 160

- (d) 120
- (e) 120
- (f) 40
- (g) 16
- (h) 8

#### **SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination at Lexington, Kentucky.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

As applicable, fractional parts of 100 will be prorated at the per 100 rate.

As applicable, payment to be made on a "per square foot" basis will be computed as the product of the length times the width in inches divided by 144 and rounded to the nearest tenth. For example.

##### TRIM SIZE IN INCHES:

Print Size: 18 x 11 inches  
Computation:  $18 \times 11 = 198$  square inches divided by 144 = 1.375  
Answer: 1.4 square feet x number of originals/copies ordered

##### TRIM SIZE IN FEET:

Print Size: 1-1/2 x 1-1/2 feet  
Computation:  $1.5 \times 1.5 = 2.25$  square feet  
Answer: 2.3 square feet x number of originals/copies ordered

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(Initials)

**MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO**

### SCHEDULE OF PRICES

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery of the products listed in accordance with these specifications except for Item II. Additional Operations.

**A. Duplicating/Copying Books/Pamphlets: Trim Sizes up to and including 8-1/2 x 11":**

1. Face only in full color.....each leaf ..... \$\_\_\_\_\_
2. Face and back in full color .....each leaf ..... \$\_\_\_\_\_
3. Face only in black ink.....each leaf ..... \$\_\_\_\_\_
4. Face and back in black ink .....each leaf ..... \$\_\_\_\_\_

**B. Duplicating/Copying Single Leaf Products:**

- |                                       | Up to<br>8-1/2 x 11"<br>(1) | Over 8-1/2 x 11"<br>up to 17 x 11"<br>(2) | Over 17 x 11"<br>up to 15 x 66"<br>(3) |
|---------------------------------------|-----------------------------|---|--|
| 1. Full Color:                        |                             |   |  |
| (a) Face only .....each leaf .....    | \$_____                     | \$_____                                   | \$_____                                |
| (b) Face and back.....each leaf ..... | \$_____                     | \$_____                                   | \$_____                                |
| 2. Black Ink:                         |                             |   |  |
| (a) Face only .....each leaf .....    | \$_____                     | \$_____                                   | \$_____                                |
| (b) Face and back.....each leaf ..... | \$_____                     | \$_____                                   | \$_____                                |

**C. Banners: Approximately 1 x 1' up to and including 3 x 10':**

1. One color .....per square foot..... \$\_\_\_\_\_
2. Each additional color of ink.....per square foot..... \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

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### SCHEDULE OF PRICES

**II. ADDITIONAL OPERATIONS:** The bids for each of the following operations must include the cost of all required materials and operations.

(a) Folding single leaf products:

(1) Trim sizes up to 11 x 17" .....each leaf ..... \$ \_\_\_\_\_

(2) Trim sizes over 11 x 17" .....each leaf ..... \$ \_\_\_\_\_

(b) Laminate single leaf products and banners:

(1) Trim sizes up to 11 x 17" .....per square foot..... \$ \_\_\_\_\_

(2) Trim sizes over 11 x 17" .....per square foot..... \$ \_\_\_\_\_

(c) Binding books/pamphlets:

(1) One or two stitches .....each book/pamphlet ..... \$ \_\_\_\_\_

(2) Black plastic coil binding including  
punching and cost of plastic coils.....each book/pamphlet ..... \$ \_\_\_\_\_

(3) Saddle-fold includes cost of inserting  
inside signatures loose.....each book/pamphlet ..... \$ \_\_\_\_\_

(4) Binding with adhesive tape  
(including cost of tape).....each book/pamphlet ..... \$ \_\_\_\_\_

(5) Velo bind.....each book/pamphlet ..... \$ \_\_\_\_\_

(d) White or Colored Index Stock.(140 lbs.) .....each leaf ..... \$ \_\_\_\_\_

(e) Clear Overlay .....each overlay ..... \$ \_\_\_\_\_

(f) Mount single leaf products on foam board.....per square foot..... \$ \_\_\_\_\_

(g) Scanning items onto furnished copy/disk.....per square foot..... \$ \_\_\_\_\_

(h) Metal Grommets .....each grommet..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

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**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State Zip Code)

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

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